

HCLC 2011-2012 VOLUNTEER APPLICATION

This application **MUST** be completed every school year by all HCLC volunteers prior to volunteering

HCLC Volunteers are required to:

1. Complete references of this application first.
2. Have current volunteer application on file prior to volunteering in any capacity.
3. Have Principal approval.
4. If chaperoning an overnight trip, a background check will be required.

Full Name: _____

Address: _____

City, State & Zip _____

Home Phone: _____ Cell Phone: _____

Personal References

List two personal references			
Name	Address	Telephone	Relationship
1.			
2.			

Children at HCLC

Name	Grade
1.	
2.	
3.	
4.	

COMPLETE CRIMINAL HISTORY/BACKGROUND ON REVERSE SIDE OF THIS FORM → → →

Criminal History/Background

HCLC’s responsibility in protecting the interest of our students/staff/parents/community is taken seriously; therefore, the following information is required of all applicants. * A record of conviction does not prohibit volunteering: however, failure to complete this form truthfully, accurately, and completely may mean disqualification from consideration of volunteering or possible dismissal from a volunteered position, as well as possible prosecution for filing false information with a public agency. If you answer “yes” to any question below, you must attach a written explanation.

- 1. Have you ever been dismissed from a position? (Yes/No)_____
- 2. Have you ever used any other name for personal reasons or employment? (Yes/No)_____

List other names: _____
- 3. Have you ever had any license or certificate of any kind revoked or suspended, sanctioned or any charge or complaint now pending against you before any licensing, certification or other regulatory agency, public or private? Yes/No _____

If “yes” you must provide the dates of proceedings, name and address of the agency where proceedings took place, a statement of the accusations against you and the final disposition.
- 4. Have you ever been convicted* of, admitted committing, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? (Yes / No) _____

(You must answer “yes” even if the event was later dismissed, deferred, vacated or expunged. Please attach a confidential letter of explanation including the date, the court, a statement of the accusation and the final disposition of the case (s).)
- 5. Have you ever been convicted* of a dangerous crime as defined in A.R.S. 13.604.01**? (Yes/No)_____

**Conviction means the final judgment or a verdict or a finding of guilty, a plea of nolo contendere, in any municipal, state or federal court of jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does not include a final judgment, which has been expunged by pardon, reversed, set aside, or otherwise set aside, or rendered invalid.*

***A.R.S. 13.604.01 requires applicants to give notice of any conviction of dangerous crimes against children. These crimes are defined as second degree murder, aggravated assault, sexual assault, molestation of a child, sexual conduct with a minor, commercial sexual exploitation of a minor, sexual exploitation of a minor, child abuse, kidnapping and sexual abuse if any of these crimes are conducted against a minor under age 15.*

I authorize the following: submitting rolled prints to DPS, investigation of all statements, including herein and understand that any document relevant to this information may hereby be reviewed by HCLC. Information, which becomes part of this record, will be regarded as confidential and will not be available to me now or at any future time. I authorize HCLC to make reference checks prior to appointment and I will execute documentation to facilitate this investigation. I understand that my appointment is not finalized until the school has officially approved my appointment. I understand that misrepresentation or omission of pertinent facts may be cause for dismissal. All other appointment paperwork must be submitted in accordance with the school’s timelines.

Signature: _____ **Date:** _____

For Office Use Only	HCLC Principal Approval: _____	Date: _____
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